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**MINUTES OF THE JULY 17, 2007  
ROGUE COMMUNITY COLLEGE BOARD OF EDUCATION MEETING**

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1. **Call to Order** – Vice-Chairman, David Trump called the Rogue Community College (RCC) Board of Education (Board) to order at 4:05 p.m. on Tuesday, July 17, 2007 at the H-2 Conference Room, Redwood Campus, 3345 Redwood Highway, Grants Pass, Oregon. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including David Trump, Sharon Davidson, Pat Huycke, Kevin Talbert, and Joseph Zagorski. Dean Wendle was absent due to pre-arranged plans. There were no Advisory committee members in attendance.
3. **Introduction of Guests** – Andrea Henderson, OCCA Executive Director, and RCC management, faculty and staff included Peter Angstadt, Galyn Carlile, Natalie Herklotz, Mike Laam, John Lopez, Anna Manley, Nancy Maxwell, Teresa Schawo, Curtis Sommerfeld, Lisa Stanton, Denise Swafford, Lynda Warren and Denise Nelson. There were no Faculty or Classified representatives in attendance.
4. **Presentations/General Discussion**

**A. State of Oregon Oath of Office**

David Trump, serving as acting chairman, administered the State of Oregon Oath of Office for newly elected Board of Education member Joseph Zagorski, Ed.D. (Required signatures were obtained on the applicable form and notarized – see file.)

**B. Government Finance Officers' Association, Certificate of Achievement for Excellence in Financial Reporting**

President Angstadt presented the Certificate of Achievement for Excellence in Financial Reporting. In attendance and representing departments that contributed to the achievement of this award were Natalie Herklotz, Anna Manley, Teresa Schawo, Curtis Sommerfeld, Lisa Stanton and Lynda Warren. Peter Angstadt also recognized the efforts of Linda Essick, Linda Morser, Amy Raedeke, Andrea Siebert, Lynda Surran, Shannon Wade, Grant Hubler, Brenda Bridges, Jodie Fulton, Leslie Hall, Nancy Higinbotham, Shauna Law, Alice Manns, Sue Prescott and Alena Siddon. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. RCC received this award for its comprehensive annual financial report from the Government Finance Officers' Association. RCC has received this award five times previously (now six total), with this being the fifth consecutive year. This is an outstanding accomplishment.

**C. OCCA Executive Director**

Andrea Henderson, OCCA Executive Director, provided an overview of the 2007 legislative session. Overall, the session turned out better than she thought it would.

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Capital construction projects were not funded in priority order as presented. The top priority project was not funded. Project amounts were scaled back to \$92.00 p/sq. foot. Funding to satisfy earthquake requirements is separate from capital construction projects. OCCA would like to ask for more community college funding during the February special session and will push to add an amendment to the budget.

Statistics reflect the number of students applying for financial aid has dropped over the last two years. Unfortunately, the State does not have good data to determine why the decrease has occurred. A campaign will be organized to advertise financial aid availability. There will be a substantial increase in the maximum amount students are eligible to receive, from \$1,100 to \$2,800. There will also be a sliding scale, increasing the amount of middle-class students eligible to receive this funding.

In addition to preparing for the legislative special session in February, OCCA is planning for the 2009 legislative session focusing on financial aid, capital construction and the opportunity for increasing operating expenses. It will be important for local boards to discuss what needs to be accomplished at Oregon's community colleges, separate from funding issues. Compare the performance of colleges while considering the demographics and community needs, and then have collaborative discussions regarding this.

A committee has been appointed to look at statewide governance. Sharon Davidson will serve on this committee. Strategic conversations have been recommended and include (but not limited to) the following:

- a. What does accountability mean and who should the 17 community colleges be accountable to?
  - What is local boards' role regarding statewide issues?

Ms. Henderson reported several community college presidents have contacted her regarding the state funding distribution model. The OCCA Executive committee plans to discuss this issue, and she looks forward to reporting back to RCC regarding this over the next several months. She believes there cannot continue to be a system with winners and losers and reiterated her commitment to working on this issue.

The State Board increased the commissioner's strategic reserve fund from \$1 million to \$5 million. This money can't be spent in the commissioner's office; it must be spent in community colleges.

Board members thanked Ms. Henderson for traveling to southern Oregon to provide her report.

**5. Committee Advisory Reports**

**A. Students, Faculty, Classified - No Report**

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**B. Advisory Committee, Josephine and Jackson Counties**

Advisory committees did not meet during the month of July due to vacation schedules.

**C. Facilities**

- a) **RCC/SOU Joint Facility Advisory Council** – Pat Huycke reported the council met and discussed construction progress and a problem with the metal siding sheets. There was also operational and program issue discussion.
- b) **RCC/SOU Oversight Committee** – Peter will check with SOU to confirm SOU committee members have been identified.

**D. Finance and Audit Committee** – No committee meeting due to new fiscal year.

**E. Board Executive Committee** – David Trump reported the Executive committee met last week and reviewed the Board meeting agenda.

**F. OCCA/ Legislative/OSBA Reports** – Sharon Davidson reported the OCCA Executive committee (on which she serves) is meeting tomorrow. OCCA will also be conducting board member training for any new members within Oregon's community college system. The Legislative committee will remain adjourned until the fall season.

**G. Foundation** – Pat Huycke suggested writing a letter of appreciation to the foundation. Board members unanimously agreed. (Denise N. will work with Dean Wendle regarding this.) Mr. Huycke also suggested improving conversations with the foundation in addition to the liaison basis at foundation Board meetings. As an example, he plans to meet one-on-one with foundation president Leslie Spalding. Peter reported he has discussed two special projects with Jennifer Wheatley; a) Supporting the RWC Science capital construction; b) Morris Foundation Professional/Technical programs funding. Kevin Talbert and Sharon Davidson provided an overview of the meeting they had with Dean Wendle and a number of foundation Board members (see June 19, 2007 meeting minutes for more detail.)

**H. Strategic Planning** – This committee plans to meet sometime in August. Sharon Davidson will serve as Board representative.

**6. Consent Agenda**

Kevin Talbert moved, seconded by Joseph Zagorski, that the RCC Board approve the consent agenda as revised, including the addition of Joseph Zagorski's attendance at the June 19, 2007 Board meeting (meeting minutes) as requested by Dr. Zagorski and revision of the same meeting minutes to reflect the following on item 7.C, Approve Agent of Record General Insurance, as requested by Lynda Warren: Lynda Warren commented ~~Hart Insurance responded to the RFP last year and this service will go out for RFP again~~ after this four-year contract expires.

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- A. June 19, 2007 Board Meeting Minutes and June 27, 2007 Special Session Meeting Minutes
- B. Human Resources
  - a. Full-time Faculty, Temporary, Fixed-term, Humanities Instructor (Mollie Owens, Re-hire)
  - b. Full-time Faculty, Temporary Fixed-term Curriculum/Program Development: Pathways to Advancement (Serena St. Clair, Re-hire)
- C. Grants
  - a. Continuing Grants
    - 1. ABE Title II (ABE)
    - 2. Regional/Rural Investment Fund Program – CNC Operator Certification (Addendum) (Manufacturing Engineering)
    - 3. Oregon Community Foundation – Oregon Leadership Institute (OLI)
  - b. IDTS – Document Imaging System Upgrades (IT Network)
- D. Financial – None

The motion carried 5 to 0 as revised.

**7. Other Action/Information Items**

**A. Approve Board Policy II.A.020 Distribution of Information (Third Reading)**

Sharon Davidson moved, seconded by Pat Huycke, that the RCC Board adopt Resolution No. P93-06/07 approving Board policy Article II: General Operations, Section A: Rights and Freedoms, Policy 020: Distribution of Information, as revised.

The motion carried 5 to 0.

**B. Approve Josephine County Investment Authorization**

Kevin Talbert moved, seconded by Pat Huycke, that the RCC Board adopt Resolution No. B5-07/08 approving investment fund participation through the Josephine County Treasurer/Tax Collector. Dr. Talbert requested his title be changed to, “Retired University Administrator” on the form to be sent to the Josephine County Treasurer’s office. Denise Nelson will make the change.

The motion carried 5 to 0 as revised.

**C. Approve Board Development, OCCA Board Member Training (Joseph Zagorski)**

Pat Huycke moved, seconded by Sharon Davidson, that the RCC Board approve Resolution No. P6-07/08 approving Dr. Zagorski’s participation in the OCCA Board Member Training Conference.

The motion carried 5 to 0.

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**D. Approve Board of Education RCC Strategic Priorities (As identified for Strategic Planning Process)**

Joseph Zagorski moved, seconded by Kevin Talbert, that the RCC Board approve Resolution No. P7-07/08. Dr. Zagorski suggested the addition of, "Increase Student Enrollment" to the Institutional Strategic Priority Projects 2007/08. Board members unanimously agreed. Denise Nelson will make the change.

The motion carried 5 to 0 as revised.

**E. Approve Emeritus Status – Larry Mullaly**

Joseph Zagorski moved, seconded by Kevin Talbert, that the RCC Board approve Resolution No. P8-07/08 awarding the honor of *faculty emeritus* to Rogue Community College employee Larry Mullaly.

The motion carried 5 to 0.

**F. Declaration of Board of Education Seat – Zone 4**

Joseph Zagorski moved, seconded by Sharon Davidson, that the RCC Board adopt Resolution No. P9-07/08 declaring a vacant Board of Education seat in Zone 4 of the RCC District.

The motion carried 5 to 0.

Discussion occurred regarding the process to fill the vacant seat on an interim basis. Advertisements will be placed in applicable newspapers and applicant information will be compiled by Denise Nelson. Board members will review applicant information and will then conduct interviews. Staff will review state regulations regarding term duration of interim position.

**8. President's Report**

**A. Campus Leaders' and Recognition Report** - See July 2007 report (on file).

**B. Administration/Organization/Information Items**

President Angstadt discussed the following items:

a) President's Monthly Report

- Peter thanked Kevin Talbert for serving as Chairman of the Board last year.
- 2007/08 Adopted Budget books were provided as a handout to Board members. Peter mentioned this information can

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also be accessed online at:

[www.roguecc.edu/nudget/2007\\_08/adopted](http://www.roguecc.edu/nudget/2007_08/adopted)

As a cost saving measure, if members would rather access this information online, printed books can be returned to Denise Nelson. These books will be utilized by the accounting department for other purposes throughout the year. Kevin Talbert commented this publication was done very well and is an attractive publication. Lisa Stanton and staff were recognized for their work on this.

- Peter has been working with Dick Cottrill, Professional Management Group (organizational consultant). Results of Mr. Cottrill's efforts will include a calendar on how to achieve recommended efficiencies. His work should be concluded by the end of September, early October.
- Peter plans on contacting Cam Preus-Braly regarding the strategic reserve fund. He also plans to contact Jerry Berger, State Board of Education.
- Has been working on a project "Power-Up" with the Job Council and SOREDI.
- Has been working with Jennifer Wheatley to begin fund raising in August for the soft costs needed to develop the Illinois Valley Business Entrepreneurial Center.

b) FTE Report – Positive FTE report reflects increase of 86 FTE for the year; however, FTE declined in academic areas. Peter will look into this.

c) 2006/07 Admissions and Recruitment Report – A brief description of the report was provided. Peter mentioned an Enrollment/Recruitment update will be provided at the August Board meeting by means of a "Program Light" presentation. Kevin Talbert commented he was impressed with this report and the different ideas and strategies contained therein. He acknowledged the efforts of the enrollment/recruitment team and thought it would be interesting to develop an RCC fact book. Dr. Talbert requested details be provided to the Board regarding the drop in academic enrollment.

**9. Executive Session** – The Board adjourned for executive session pursuant to ORS 192.660 (2)(a) – Employment of Public Officers, Employees and Agents; and ORS 192.660 (2)(e) Real Property Transactions at 5:50 p.m. with all (five) Board members in attendance. The Board returned to regular session at 6:35 p.m.

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**10. Old Business**

**A. Pending Items**

- a. Board of Ed Ethics Policy
- b. Board Member Evaluation

**11. New Business** – Sharon Davidson acknowledge the efforts of Cindy Harboldt, Advance Secretary in the President’s Office, for providing catering for the meeting. Cindy does an excellent job assisting with the preparation of Board meetings.

**12. Board Round Table**

Pat Huycke suggested it would be wise to plan ahead for the time when RCC could receive capital construction project funding from the state again in 2011. This might be useful for the RWC Science Building. He also commented that TRC might be able to house Science department needs.

Kevin Talbert indicated SOU administered funds to plan for the RCC/SOU joint facility. He suggested Peter contact SOU to find out more about this. Kevin will not be available to attend the August Board meeting, but will attend in September.

Sharon Davidson commented on the need for nurses and related fields in our community. College of the Siskiyous has a program that might be advantageous to look into as a comparison.

In reference to previous discussion, Joseph Zagorski commented it is very important for the 17 Oregon community colleges to have a unified voice.

**13. Adjournment** – The meeting adjourned at 6:49 p.m.

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Denise Nelson, Assistant to the President and Board of Education

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Dean Wendle, Chairman, RCC Board of Education

Dated: August 21, 2007

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